

**Transportation Management Center Pooled Fund Study**  
**Member Quarterly Conference Call**  
**April 8, 2004**

**Minutes**

**1. Introductions and Review of Agenda**

Robert Copp of Caltrans and Nick Thompson of Minnesota DOT co-chaired this meeting. Robert reviewed the agenda.

**2. Membership Status**

Membership Status

- TMC PFS currently consists of 26 agencies and FHWA.
- Tom Granda of FHWA welcomed the new technical representatives.
- Rob Frazier is the lead technical contact for Mississippi DOT.
- Lisa Vieth is the lead technical contact for the Missouri DOT.

Process and Schedule for Membership Solicitation

- An electronic notice and outreach materials would be sent to non-member agencies to solicit participation in the next two weeks.
- FHWA and URS would finalize the TMC PFS future directions and focus areas in the next couple of weeks. The information would be incorporated into the solicitation materials.

Agency Commitment for 2004

- Commitment for 2004 has been received from a number of agencies. Members are encouraged to provide commitment for 2004 and beyond.

**3. Project Progress Report**

Managing Travel for Planned Special Events Handbook

- This project is essentially completed. Final handbook and outreach materials are available on the project web page.
- Outstanding products were the web accessible version of the handbook that meets the 508A requirements and the white paper that identifies areas for further studies. The outstanding products would be delivered at the end of April.

Configuration Management for TMS Handbook

- Final handbook and outreach materials are available on the project web page.
- The 508A compliant version of the handbook was received two weeks ago. Formal release of all products was expected in the near future.

Coordinated Freeway and Surface Street Operational Plans and Procedures

- Draft versions of Chapters 3 and 4 were expected in two weeks. Upon approval, the draft chapters will be provided to the project team for review.
- It was expected the project would be completed by the end of July.

#### TMC Business Planning and Plans Handbook

- Comments on draft annotated outline were provided to the project team. The submittal of the final annotated outline was two weeks behind schedule.

#### TMC Concept of Operations and Requirements

- The scope of the project was narrowed based on comments of the project review team. The narrowed scope would focus on concept of operations of transportation management systems. The requirements would still be covered at a high level.
- The final annotated outline was received last week.

#### TMC Operator Requirements and Position Descriptions – Phase 2

- Project was on schedule.
- Two draft deliverables were submitted for review: software architecture and requirement; and usability test plan.

#### Impacts of Dynamically Displaying Messages on CMS

- Draft research work plans were submitted in March.
- Tom suggested changing the format of the research work plans.
- Jeff Galas of Illinois DOT indicated there were a lot of redundancies in the work plans.
- Ming-Shiun Lee of URS would check on the due date for the final research plans.

#### TMC Operations Manual

- The scope of work was completed and in contractor selection process.
- More information would be offered in the next meeting.

#### TMC Performance Monitoring, Evaluation and Reporting Handbook

- The scope of work was completed. It was anticipated the RFP would go out this week.
- Ming would forward the scope for Mark Newland's review.

#### TMC Staffing Guidance and Tools

- Draft scope of work would be completed in two weeks. The draft SOW would be forwarded to Manny Agah of Arizona DOT for review. Manny will be serving as the project champion.

#### TMC Clearinghouse Development and Initiation

- FHWA has provided useful examples to assist URS in development the scope.
- Jon noted the desire to finalize the communication plan prior to proceeding with this project.

#### TMC Workshops Development and Proposal for Delivery

- URS is currently coordinating with the work zone team in developing the scope.
- Draft SOW is anticipated in May.

### **4. Future Directions and Focus Areas**

- Jon briefly reviewed the future focus areas.

- Comments on the future focus should be directed to Ming by COB Monday, April 12.
- Comments on the future focus are summarized in the following:
  - Vinh Dang of Washington State DOT: Focus Area # 3 –Developing TMCs and Managing Their Evolution, suggest including security concerns, emergency operations, etc. into TOC. Vinh would provide more comments to Ming directly.
  - Jeff Galas mentioned that Roadway Condition Information might fit more under NCHRP research arena.
  - David Kinnecom inquired how would future technology changes in communications, in-vehicle systems, etc. impact the strategies and future focus for the next 10-20 years.
  - Raj Ghaman of FHWA pointed out the FHWA has a program to cover in-vehicle systems.

## 5. Review and Discuss Proposed Projects for 2004

Jeff Benson of URS reviewed the proposed projects.

- 1) TMC Staffing Resources and Guidance for Day-to-Day Operations Phase 2 – Developing Interactive Software
- 2) Privatization of TMC Operations
  - Jon suggested expanding the objective and recommended revising the title and focus of project to address: Procuring, Managing, and Evaluating the Performance of Contracted TMC Services.
- 3) Knowledge Need Assessment and Workshops for TMC Owners, Managers, and Staff
- 4) Requirements and Position Descriptions for TMC Support Staff
- 5) Integration of TMC and Law Enforcement
- 6) TMC Building and Control Center Design Handbook
  - Raj suggested that human factors considerations should be included.
  - Jon indicated this project would build off of the TMC Concept of Operations and Requirements project and the human factors studies that were done by Tom Granda's team.
- 7) Regional and Multi-System Configuration Management for Transportation Management Systems
- 8) Tools to Support Regional and Multi-System Configuration Management for Transportation Management Systems
- 9) Configuration Item Registry for Transportation Management Systems
- 10) TMC Requirements: Developing and Using requirements

- Jim Mona of Connecticut DOT suggested including requirements with other systems (e.g., transit systems). TMC system and functional requirements need to be defined clearly. Discussions to relate requirements to standards should also be included.

11) Statewide and Regional TMC Concept of Operations and Requirements

- Jon indicated this project would go beyond the current TMC PFS project on TMC Concept of Operations and Requirements.

12) Recovery and Redundancy of TMC

- Jon has reviewed the project statement with Vince Pearce of FHWA to make sure this would not be a duplicate effort. Distribution of project products would need to be further investigated due to security consideration.

13) Integrated Control for Improved Operation of Freeways and Surface Streets in Urban Corridors

14) Portable Temporary TMC Operations

- Vinh asked whether the project was intended to address a temporary type of TMC/TOC or a virtual TOC for emergency.
- Members also indicated this project may somewhat overlap with Project #12.

15) TMC in Multi-State Transportation Operations

- Jon suggested having 2 phases for this project. The workshops were suggested moving to phase 2 for cost consideration.

16) Developing and Displaying Travel Time Information

17) Displaying Travel Time and Roadway Condition Information at Approaches to Freeway Entrances

- Tom indicated this project was carried over from last year. Task A is critical to the project. This project should eventually conduct a mini field test.
- Jon mentioned that the requirements were critical. He inquired whether the project would only produce a synthesis on current practice or a guidance document would also be developed.
- Tom suggested focusing on examining the requirements and then conducting a field test. He indicated the project should focus on the research side.
- Jon suggested that Ming to work with Tom and Raj offline to refine the scope.
- Tom suggested evaluating the revision needs after receiving the votes.

18) Methods of TMC Information Dissemination to Media

19) TMC Marketing Handbook & Toolbox

20) TMC Clearinghouse Support Services Phase 2

21) TMC workshop Delivery Phase 2

- Jon mentioned that PFS support contractor would not be able to support workshops.

## **6. Preparation for the 2004 TMC PFS Annual Meeting**

- The annual meeting would be held on June 8 – 10, 2004.
- The annual meeting would be two full days and a tour and presentations would be offered in the morning on the third day.
- Details of the tour and presentations would be presented in the next call.
- Members required formal invitation letter for travel approval should contact Ming.
- Members required travel support by FHWA should also contact Ming.
- Ming and URS would coordinate travel arrangement.

## **7. Next Meetings**

- Next conference call: May 4<sup>th</sup> at 11:00 am EDT
- Agenda items for the next call:
  - Review and discuss proposed projects
  - Additional logistics and presentations at annual meeting

## **8. Other Issues**

- Jon indicated that this was Robert's last meeting. Jon thanked Robert for his leadership, directions and support to the TMC PFS.
- Members interested in serving as a co-chair should contact Jon.
- Monica Kress would be the new technical contact for Caltrans.

## **9. Adjourn**

- The conference call was then adjourned.

## **Action Items:**

1. *Ming to check on the due date for the final research plans for the CMS project.*
2. *Ming to forward the scope of TMC Performance Monitoring, Evaluation and Reporting Handbook Project for Mark Newland's review.*
3. *Comments on the future direction and focus areas should be sent to Ming by COB Monday, April 12.*
4. *Members to submit votes on the proposed project ideas to Ming by April 9.*
5. *URS to compile voting results and provide a summary and list of projects advanced to the members.*

**Transportation Management Center Pooled Fund Study  
Quarterly Conference Call, April 8, 2004  
Attendees**

<b><u>Name</u></b>	<b><u>Representing</u></b>
Robert Copp	Caltrans
Jim Mona	Connecticut DOT
Jon Obenberger	FHWA
Tom Granda	FHWA
Raj Ghaman	FHWA
Jame Colyar	FHWA
Mark Demidovich	Georgia DOT
Jeff Galas	Illinois DOT
Rex Fleming	Kansas DOT
Nick Thompson	Minnesota DOT
Rob Frazier	Mississippi DOT
Lisa Vieth	Missouri DOT
Dottie Shoup	Nebraska DOR
John Domina	Nevada DOT
Mike Pilsbury	New Jersey DOT
John Bassett	New York State DOT
Dan Leonard	Pennsylvania DOT
Dave Kinnecom	Utah DOT
Vinh Dang	Washington State DOT
Jeff Benson	URS
Ming-Shiun Lee	URS